

# **FINANCIAL ASSISTANCE FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy**

**National Energy Technology Laboratory**

**Funding Opportunity Title: Clean Cities FY09 Petroleum  
Reduction Technologies Projects for the Transportation Sector**

**Funding Opportunity Number: DE-PS26-09NT01236-00**

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**Pre-Application Due Date: Not Applicable**

**Application Due Date: 02/27/2009 11:59:59 PM Eastern Time**

**AN INFORMATIONAL WEBCAST ON HOW TO APPLY TO GRANTS.GOV WILL BE OFFERED IN JANUARY 2009. SPECIFIC INFORMATION RELATIVE TO THE WEBCAST, I.E. DATE AND TIME, WILL BE POSTED ON IIPS AT A FUTURE DATE.**

## **NOTE: NEW REQUIREMENTS FOR GRANTS.GOV**

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### **Where to Submit**

Applications must be submitted through Grants.gov to be considered for award. You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately. Remember you have to update your CCR registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

### **Registration Requirements**

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See <http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

**IMPORTANT NOTICE TO POTENTIAL APPLICANTS:** When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e. Grants.gov registration).

### **Microsoft Vista and Office 2007 Compatibility**

Grants.gov is currently incompatible with both the new Microsoft (MS) Vista Operating System and the new Microsoft (MS) Office 2007 versions of Word, Excel, and Power Point. In order to create and submit your application to Grants.gov, you must find a computer with a previous version Microsoft Operating System, such as Windows XP.

If you attach a file created using MS Office 2007, you will not get an error message when you submit the application, HOWEVER, your entire application will not be able to be processed or accepted at Grants.gov and will not reach DOE. Grants.gov can accept applications with attachments created in MS Office 2007 if the attachments are saved in the prior format. See the [http://www.grants.gov/assets/Vista\\_and\\_office\\_07\\_Compatibility.pdf](http://www.grants.gov/assets/Vista_and_office_07_Compatibility.pdf) for detailed instructions on how to do this. A file created in MS Office 2007 can be identified by the "x" at the end of the file extension, for example "sample.docx" for a Word file. Contact Grants.gov at 1-800-518-4726 with any questions.

### **SPECIAL NOTE: STATUS OF TRANSITION FROM PureEdge SOFTWARE TO ADOBE READER SOFTWARE**

"Grants.gov is currently phasing out the use of the PureEdge software and transitioning to using Adobe Reader software. DOE will not begin using the Adobe forms until January 2009. As the closing date and time for this FOA is after the DOE transition date, an application package using the Adobe forms will not be posted at time of FOA issuance. Once DOE has transitioned to the Adobe forms, an amendment to the FOA will be posted to provide the Adobe forms. The information requested in Part 4,

C of the FOA will not change with the use of the Adobe forms and does not preclude Applicants from working on the technical narrative and other required information identified in the FOA.

## **SPECIAL NOTE: ADOBE READER SOFTWARE**

Note that Grants.gov requires Applicants to use the compatible version of Adobe Reader software to complete a Grants.gov Adobe application package. To ensure you have the Grants.gov compatible version of Adobe Reader, visit the download software page at [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp) "

## **Questions**

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). Part VII of this announcement explains how to submit other questions to the U.S. Department of Energy (DOE).

## **Application Receipt Notices**

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. When the AOR receives e-mail Number 5, it is their responsibility to follow the instructions in the e-mail to logon to IIPS and verify that their application was received by DOE. The titles of the five e-mails are:

- Number 1 – Grants.gov Submission Receipt Number
- Number 2 – Grants.gov Submission Validation Receipt for Application Number
- Number 3 – Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Number 4 – Grants.gov Agency Tracking Number Assignment for Application Number
- Number 5 – DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

**AN INFORMATIONAL WEBCAST ON HOW TO APPLY TO GRANTS.GOV WILL BE OFFERED IN JANUARY 2009. SPECIFIC INFORMATION RELATIVE TO THE WEBCAST, I.E. DATE AND TIME, WILL BE POSTED ON IIPS AT A FUTURE DATE.**

### **A. SUMMARY**

The U.S. Department of Energy (DOE) National Energy Technology Laboratory (NETL), on behalf of the Office of Energy Efficiency and Renewable Energy (EERE) Vehicle Technologies is seeking applications for projects covering a range of commercial technology deployment and educational activities under the Clean Cities Transportation Sector Petroleum Reduction Technologies Program. DOE anticipates awarding cooperative agreements under this Funding Opportunity Announcement (FOA)

This FOA will be managed as part of NETL's project management and procurement support to the Vehicle Technologies Program under the Office of Energy Efficiency and Renewable Energy (EERE). This FOA would address the technology area of Clean Cities FY09 Petroleum Reduction Technologies Project for the Transportation Sector.

In support of Clean Cities Program specific goals, DOE is releasing this announcement with one (1) closing and evaluation period from which projects are anticipated to be selected and awarded. It is strongly encouraged that teams include one or more Clean Cities coalition coordinators (and also it is recommended they include state organizations, fuel suppliers, auto dealerships, petroleum retailers, public or private fleets, etc.) so that an effective partnership is built to carry out the work. Teams may span more than one region or state. For infrastructure and vehicle projects, cooperative agreements will be competitively awarded to applicants who demonstrate the best value in terms of gallons of petroleum displaced per dollar spent. For the education and outreach projects, cooperative agreements will be competitively awarded to applicants who demonstrate the best value in terms of numbers of target audience reached and educated through various activities and events. In addition, applicants will need to demonstrate potential for successful outcome, and a sustainable business case for the investment. Applicants will also be asked to describe the extent to which the project will lead to a sustainable operation.

This announcement is comprised of three (3) areas of interest, (which may include subtopic(s)). Only applications aimed at one of the following (3) areas of interest will be accepted.

Area of Interest 1 (Aol 1) DE-PS26-09NT01236-01 Refueling Infrastructure for Alternative Fuels-- Under this Area of Interest funds are being offered for cost-shared projects for expanding alternative fuel refueling and blending infrastructure to help decrease the nation's dependence on petroleum by helping to grow the alternative fuels market. ( See Paragraph C for complete description of this area of Interest and Subtopic's)

Area of Interest 2 (Aol 2) DE-PS26-09NT01236-02 Incremental Costs of Dedicated Alternative Fuel Vehicles (AFVs) -- Under this Area of Interest funds are being offered for projects to decrease the nation's dependence on petroleum by expanding the use of dedicated AFVs. These funds can be used to help reduce the incremental cost for the purchase of new Original Equipment Manufacturers (OEM) AFVs or the retrofit/conversion/repower of new and/or used conventional vehicles (i.e., vehicles originally designed to operate using diesel or gasoline) to run on authorized alternative fuels. Only on-road, highway-certified vehicles that operate exclusively on alternative fuels will be considered for

funding under this Area of Interest. (See Paragraph C for complete description of this area of Interest)

**Area on Interest 3 (AoI 3) DE-PS26-09NT01236-03 Education, Outreach, & Workshops for Petroleum Reduction Fuels and Technologies.** -- Under this Area of Interest funds are being offered for projects to raise awareness and foster a greater understanding of alternative fuels and advanced vehicle technologies through a targeted outreach and education effort. Educational information and materials developed under this award will be used to establish a special Clean Cities learning program. (See Paragraph C for complete description of this Area of Interest and Subtopic's)

## **B. BACKGROUND**

For the past 15 years Clean Cities has supported the use of alternative fuel in transportation, including renewable biofuels and the deployment of energy efficient transportation technologies. The Clean Cities activities were authorized by the Energy Policy Act (EPA) of 1992, Section 505.

This requirement aligns with the Office of Energy Efficiency and Renewable Energy's Strategic Plan that aims to reduce U.S. dependence on foreign oil, increase the viability and deployment of renewable energy technologies, and increase energy efficiency.

Public Law 102-486, known as the Energy Policy Act of 1992, was passed by Congress on October 24, 1992, with the goals of enhancing our nation's energy security and improving air quality. In 2005, Congress passed Public Law 109-58, known as Energy Policy Act of 2005, which updated and provided additional direction to the EPA of 1992. In 2007, Congress passed the Energy Independence and Security Act (EISA) which provided further guidance regarding the deployment of renewable fuels for transportation and new emphasis on vehicle efficiency. Several parts, or titles, of EPA of 1992 were designed to encourage the use of alternative transportation fuels (not derived from petroleum) that could help reduce dependence on imported oil. The activities outlined by EPA of 1992 related to alternative fuels—Titles III–VI—employ both voluntary and regulatory approaches for encouraging the fundamental changes necessary to building a self-sustaining alternative fuel market. EPA's voluntary activities are implemented through the U.S. DOE's Clean Cities Program.

Clean Cities was created in 1993 to provide technical, informational, and financial resources to both regulated fleets and voluntary adopters of alternative fuels and is focused on advancing the economic, environmental, and energy security of the United States by supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption in the transportation sector.

## **C. AREA OF INTEREST**

### **Area of Interest 1 (DE-PS26-09NT01236-01) Refueling Infrastructure for Alternative Fuels**

Under this Area of Interest, the Department is seeking applications for cost-shared projects that expand alternative refueling and blending infrastructure for alternative fuels to help decrease the nation's dependence on petroleum by helping to grow the alternative fuels market. Projects are sought that will contribute to a sustainable alternative fuel market with a potential for future growth in the absence of additional Federal funding. Only projects that increase the use of Energy Policy Act recognized alternative fuels are eligible (for a listing of authorized alternative fuels please see [http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact\\_fuels.html](http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact_fuels.html)).

#### **Subtopic 1A: Biofuel Retail Infrastructure Program**

DOE seeks projects to expand the nation's biofuel refueling infrastructure by expanding the number of

publicly accessible retail stations that offer Biodiesel (blends of B20 or higher) or E85. (Projects that dispense ethanol/gasoline blends below E85 and B20 will not be considered).

### **Subtopic 1B: Terminal Blending & Other Alternative Fuel Infrastructure Program**

DOE seeks projects to expand the nation's alternative fuel infrastructure for other alternative fuels not covered by Subtopic 1A, such as natural gas or propane. Additionally, DOE seeks projects to expand or establish local and regional terminal blending facilities for Biodiesel, and facilities that recover renewable Biogas from landfills, sewage/waste water plants, and agricultural facilities for direct use in vehicles.

#### **General Requirements/Guidance for Area of Interest 1(DE-PS26-09NT01236-01):**

1. For Subtopic 1A, DOE will fund up to 50% of the cost of the fueling infrastructure not to exceed a maximum award of \$50,000 per site. For Sub-Topic 1B, DOE will fund up to 50% of the cost of the fueling infrastructure not to exceed a maximum award of \$150,000 per site. For combination projects that include both Subtopic 1A and 1B infrastructure development at the same location, DOE will fund up to 50% of the cost of the fueling infrastructure not to exceed a maximum award of \$200,000 per site. A 50% cost share is required for projects under both subtopic areas.
2. Refueling infrastructure projects can include new dispensing facilities, or additional equipment or upgrades and improvements to existing AFV refueling sites. This includes upgrading or modifying private fueling stations to allow public and/or shared fleet access. Funding can be used to purchase equipment or to pay for specific turn-key fueling services by alternative fuel providers. Projects may be proposed that include multiple fuel types (e.g., propane and biodiesel or E85 and natural gas) at the same location or at different locations.
3. Biodiesel blending and/or storage equipment facilities that provide alternative fuel exclusively to on-road vehicles will be considered. Applicants must provide evidence of essential support for the proposed work from each fuel provider for every fuel type being proposed, in addition to evidence of fleet commitments, as appropriate. Bulk fuel production facilities are not eligible for consideration under this announcement. Biogas recovery projects must dispense fuel into vehicles on site in order to be considered.
4. Refueling infrastructure projects for E85 and Biodiesel under Subtopic 1A MUST BE available to and accessible by the public. Refueling infrastructure for other authorized alternative fuels will be given extra consideration if the facilities are shared or have open access to multiple fleets and/or are accessible by the public. The applicant must provide a marketing plan (to be included in the Project Management Plan of the application, See Part IV) for publicly accessible facilities that includes any incentives and/or promotions to inform and educate the public on the availability and benefits of the alternative fuel(s) being sold. Projects that include documented fleet commitments for fuel purchases at the refueling site will be ranked higher. (See Part IV, Application and Submission information, Content and Form of Application)
5. E85 refueling infrastructure projects must include plans to add adequate labeling or signage that states: "1) Federal law prohibits the use of gasoline containing more than 10% ethanol in any motor vehicle or nonroad engine that is subject to EPA regulations, other than flexible-fuel vehicles or engines, and 2) using this fuel in any vehicle or engine that is not a flexible-fuel vehicle or engine may damage the vehicle or engine and void its warranty." If EPA has issued applicable regulations regarding labeling for misfueling, projects should follow those requirements including any changes in wording from the above statement.
6. Refueling sites that contribute to an infrastructure corridor development plan or regional strategy are desirable and should be clearly noted. Projects that include a card lock system must utilize a universal

reader technology and support station networking protocols already established in the region.

7. As appropriate, applicants are to include multiple refueling sites within a single application even if the proposed sites have a great geographic diversity or will dispense different alternative fuels.

8. Publicly-available facilities that agree to display and advertise the availability and cost of alternative fuels in the same manner as conventional fuels will be ranked higher. A letter of commitment from station owners regarding this should accompany the application. ( Letters to be supplied as commitment letters and attached to the applications, see Part IV for submission of Commitment Letters)

9. The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified. Applicant should also describe his/her role in ensuring significant fuel usage. For instance, working with auto dealerships to offer incentives for fuel purchasing would be viewed positively by the review committee.

10. Commitment letters from each of the project partners indicating the amount and type of technical and/or financial support being provided to the project, along with affirming their role/commitment to the project, must be included in the application. Commitment letters for each site should be provided. A letter indicating that the retailer will continue to sell the alternative fuel for a minimum of three years is desired. Commitment letters should be limited to project partners. Letters of support from other organizations (i.e. not project partners) interested in lending their support to the worthiness of the project will not be considered and should not be included as part of the application.

11. Teaming arrangements under this area of interest are strongly encouraged, especially those including one or more active designated or approved-for-designation Clean Cities Coalition(s) ([http://www.eere.energy.gov/cleancities/progs/coalition\\_locations.php](http://www.eere.energy.gov/cleancities/progs/coalition_locations.php) ) and relevant state agencies (e.g. state energy offices) and local agencies and organizations. Other team members of high interest to the DOE are fuel suppliers, auto dealerships, petroleum retailers, public or private fleets, equipment manufacturers, energy marketers, and energy companies. Teams may span more than one region or state. Teaming arrangements of this sort help contribute to a sustainable alternative fuel market and increase awareness and acceptance of alternative fuels among target sectors in the local community (including, but not limited to current stakeholders, fleet operators, media, and the general public).

12. It is strongly preferred that all project sites be identified in the application and it is highly recommended that the fuel retailer be identified. However, if this is not possible at the time of submittal of an application to this announcement, applicants must identify the methodology and approach to be used to select the sites. In either case, the applicant is to include information on the expected number of project sites and fuel type, anticipated constructions completion schedule, estimated monthly fuel sales, and the projected number of AFVs that will use each facility. A discussion of licensing and permitting requirements and environmental assessment needs is to be included. A project schedule is to be provided. Proposals that identify specific sites and include written commitments from actual project partners and fuel suppliers will be ranked higher than those that are speculative (i.e. with the intent to pursue potential partnerships and identify candidate sites in the future).

13. Applicants must make provisions for collecting and reporting to the DOE certain types of data on a quarterly basis for two years after the station is opened or the upgrading or modifying of the existing station is complete. The data to be reported must include the amount and average selling price of each type of alternative fuel sold. If an applicant proposes a project that involves refueling infrastructure for more than one qualified alternative fuel either at the same location or at different locations, the required reporting data must be tracked for each of the alternative fuels separately.

14. Administrative or project management costs are considered allowable as long as these costs are reasonable and directly associated with work being performed under the proposed project.



15. Applicants are cautioned that project sites which require extensive conversion and/or the installation of completely new infrastructure may require additional review and evaluation under the National Environmental Protection Act (NEPA) including an initial Environmental Site Assessment (roughly estimated to cost \$5,000-\$10,000) which would be considered a project cost and subject to cost sharing. Applicants proposing such conversion/installation activities should make appropriate consideration of NEPA compliance in all aspects of project planning, scheduling, and costing. In the event that a full Environmental Assessment is required for a specific site, the applicant will be requested to provide specified environmental data relative to that site.

16. Applicants will be required to complete a "Refueling Infrastructure for Alternative Fuels" (Included as an attachment to the FOA) to provide a detailed description of the infrastructure site and cost.

17. Projects requesting funding assistance for both refueling infrastructure and AFV incremental costs (Area of Interest 2) must submit separate relevant applications under each category. Each application should clearly reference the other.

#### **Area of Interest 2 (DE-PS26-09NT01236-02): Incremental Cost of Dedicated Alternative Fuel Vehicles**

Under this Area of Interest, applications are being sought for projects to decrease the nation's dependence on petroleum by expanding the use of dedicated AFVs. These funds can be used to help reduce the incremental cost for the purchase of new OEM AFVs or the retrofit/conversion/repower of new and/or used conventional vehicles (i.e., vehicles originally designed to operate using diesel or gasoline) to run on authorized alternative fuels. Only on-road, highway-certified vehicles that operate exclusively on alternative fuels will be considered for funding under this area of interest. DOE has particular interest in funding medium- and heavy-duty vehicles and school buses as well as light-duty vehicles used in high fuel-use fleet applications. Vehicles with hybrid-electric or hydraulic-hybrid drive systems that are powered exclusively by alternative fuels are also of interest. Vehicle retrofits/conversion systems must be certified/approved by the U.S. Environmental Protection Agency (EPA) and/or the California Air Resources Board (CARB) in order to be eligible for funding in this category. Only vehicles that will operate on Energy Policy Act recognized alternative fuels are eligible (for a listing of authorized alternative fuels please see [http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact\\_fuels.html](http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact_fuels.html)).

#### **General Requirements/Guidance for Area of Interest 2 (DE-PS26-09NT01236-02):**

1. Incremental cost shall be calculated based on the difference between the cost of the AFV and the cost of a comparable conventional model, verified by manufacturer estimate, after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. For AFV conversions, the incremental cost shall be based on the cost of the new fuel system plus installation after all other applicable manufacturer and local/state rebates and cash equivalent incentives are applied. Vehicle retrofits are limited to EPA and/or CARB emissions compliant vehicle systems. Funds are not available for non-fuel system upgrades such as transmissions and exhaust systems and should not be included in the incremental cost of the project to be supported under this announcement.

2. Priority will be given to applications that include a strategy to concentrate AFVs in activity centers or niche applications that maximize infrastructure utilization. Projects that expand the existing alternative fuel refueling infrastructure and/or encourage new infrastructure will be highly valued. Projects that will contribute to a sustainable alternative fuel market and provide potential for future growth without additional Federal funding will be ranked higher. Evidence shall be provided to support claims of the relevance of the proposed project to address these issues.

3. Estimates of conventional fuel displacement shall be provided both per vehicle, and in total, over the projected ownership period of the AFVs (not the AFV lifetime). Fuel displacement shall be based on the

fuel consumption of a comparable conventional fuel vehicle whether AFVs are replacing older vehicles or are additions to the existing fleet.

4. Project applications must include the number of AFVs to be purchased or retrofitted by each alternative fuel type proposed for the project. Details regarding the type of vehicles to be purchased and/or converted must be identified. For conversions, the age of the vehicles and the projected future ownership periods must be identified. The requirements of the conversion must be detailed including a listing of the required equipment/components. Applicants must submit a project schedule and a discussion of any vehicle certification or re-certification requirements.

5. The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified.

6. Commitment letters from each of the project partners indicating the amount and type of technical and/or financial support being provided to the project, along with affirming their role/commitment to the project, must be included in the application. Commitment letters should be limited to project partners. Letters of support from other organizations (i.e. not project partners) interested in lending their support to the worthiness of the project will not be considered and should not be included as part of the application.

7. Teaming arrangements under Area of Interest 2 are strongly encouraged, especially those that include one or more active designated or approved-for-designation Clean Cities Coalition(s) ([http://www.eere.energy.gov/cleancities/progs/coalition\\_locations.php](http://www.eere.energy.gov/cleancities/progs/coalition_locations.php)) and relevant state agencies (e.g. state energy offices) and local agencies and organizations. Other team members of high interest to the DOE are fuel suppliers, auto dealerships, fuel retailers, public or private fleets, equipment manufacturers, energy marketers, and energy companies. Teams may span more than one region or state. Teaming arrangements of this sort help contribute to a sustainable alternative fuel market and provide the potential for future growth without additional Federal funding while increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

8. Applicants must make provisions for collecting and reporting to the DOE certain types of data on a quarterly basis for two years after the AFV is put into service. The data to be reported must include the amount of each type of alternative fuel consumed and the quarterly and cumulative miles driven per vehicle.

9. Administrative or project management costs are considered allowable as long as said costs are directly associated with work being performed under the proposed project.

10. Projects requesting funding assistance for both the incremental cost of AFVs (Aol2) and related fueling infrastructure (Aol 1) must submit a separate applications under each Area of Interest. Each application should clearly reference the other.

11. Applicants will be required to complete an "Incremental Cost of Alternative Fuel Vehicles Information" form to provide a detailed description of the infrastructure site and cost.

12. DOE will fund up to 50% of the incremental cost of the vehicles and a 50% cost share is required.

**Area of Interest 3 (DE-PS26-09NT01236-03): Education and Outreach Workshops for Petroleum Reduction Fuels and Technologies**

Under this Area of Interest applications are being sought for projects that will raise awareness and foster a greater understanding of alternative fuels and advanced vehicle technologies through a targeted outreach and education effort. Educational information and materials developed under this award will be used to establish a special Clean Cities learning program. This effort will help to increase the alternative fuels market and decrease the nation's dependence on petroleum. In addition, it will help to provide the necessary specialized training and education necessary to ensure that these vehicles and related fueling equipment are installed, maintained, and operated in a safe and proper manner. This could include training for first responders, public safety officers, and construction permitting officials in areas where alternative fuels are being introduced, among other target audiences. Projects are sought that will contribute to a sustainable alternative fuel market by raising awareness of alternative fuels and related technologies and that exhibit the potential for future growth without additional Federal funding. Although applications will be considered that address individual subject areas of interest, it is strongly preferred that the lead applicant(s) represent a partnership among appropriate industry and trade groups that can adequately address multiple, if not all, subject areas of interest in a single application. Only projects that are related to the use of Energy Policy Act recognized alternative fuels are eligible (for a listing of authorized alternative fuels please see [http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact\\_fuels.html](http://www1.eere.energy.gov/vehiclesandfuels/epact/about/epact_fuels.html) ). Projects that can be replicated across all Clean Cities coalitions are highly encouraged

### **Subtopic 3A: Biodiesel**

DOE seeks projects to conduct tailored technical education/outreach to any particular biodiesel target audience including potential end-users, fleet managers, retailers, safety or code officials, state and local government representatives, or students. Projects could be general overviews of the fuel and its use and/or could cover any range of more specific topics including, but not limited to: biodiesel fuel quality, handling and use specifications; fleet applications for biodiesel use; developing business cases for fleets to transition to biodiesel; best practices for building and maintaining refueling stations; understanding tax credits and incentives; etc. In addition to the above, DOE is also interested in projects that include a component that focuses on providing accurate, unbiased information to the media, particularly on biodiesel sustainability, and on developing strategic partnerships with the media. This outreach should include dissemination of factual materials and information along with the development of media-focused events that are aligned with DOE's mission and activities. Projects should include specific and detailed plans for educating the chosen target audience(s) with corresponding metrics and milestones to measure progress and program effectiveness.

### **Subtopic 3B: Ethanol**

DOE seeks projects to conduct tailored technical education/outreach to any particular ethanol target audience including potential end-users, fleet managers, vehicle and refueling station maintenance technicians, retailers, safety or code officials, state and local government representatives, or students. Projects could be general overviews of the fuel and its use and/or could cover any range of more specific topics including, but not limited to: legal E-85 conversions for vehicles; UL certification of dispensers; steps and requirements for station owners to sell ethanol; best practices for building and maintaining refueling stations; addressing the sustainability of ethanol feedstocks; codes and standards for fueling infrastructure; retail and/or fleet business case; first-responder safety training; myths and facts; understanding tax credits and incentives; etc. In addition to the above, DOE is also interested in projects that include a component that focuses on providing accurate, unbiased information to the media, particularly on ethanol sustainability, and on developing strategic partnerships with the media. This outreach should include dissemination of factual materials and information along with the development of media-focused events that are aligned with DOE's mission and activities. Projects should include specific and detailed plans for educating the chosen target audience(s) with corresponding metrics and milestones to measure progress and program effectiveness.

### **Subtopic 3C: Natural Gas & Propane**

DOE seeks projects to conduct tailored technical education/outreach to any particular Natural Gas and/or Propane target audience including potential end-users, fleet managers, vehicle and refueling station maintenance technicians, retailers, safety or code officials, state and local government representatives, or students. Projects could be general overviews of the fuels and their uses and/or could cover any range of more specific topics including, but not limited to: codes and standards for fueling infrastructure; best practices for building and maintaining refueling stations; retail and/or fleet business case; legal conversions of vehicles; first-responder safety training; niche market applications; biogas applications; understanding tax credits and incentives; etc. Projects should include specific and detailed plans for educating the chosen target audience(s) with corresponding metrics and milestones to measure progress and program effectiveness.

### **Subtopic 3D: Fuel Economy & Idle Reduction**

DOE seeks projects to conduct tailored technical education/outreach to any particular target audience including potential end-users, fleet managers, retailers, safety or code officials, state and local government representatives, or students regarding fuel economy and idle reduction. Projects could be general overviews of the various technologies and practices that improve fuel economy and reduce idling time or could cover any range of more specific topics including, but not limited to: hybridization of vehicles; plug-in hybrid technology and legal conversions; eco-driving; truck stop electrification; school bus idle reduction education; driver education programs; business case; “green” fleet policy development; etc. Projects should include specific and detailed plans for educating the chosen target audience(s) with corresponding metrics and milestones to measure progress and program effectiveness.

### **General Requirements/Guidance for Area of Interest 3 ( DE-PS26-09NT01236-03):**

1. It is strongly preferred that the lead applicant(s) represent established training centers and/or educational organizations that have the experience and capability to develop and disseminate outreach materials and deliver training nation-wide. DOE envisions the lead applicant creating the education/outreach curriculum and materials, and then partnering with Clean Cities Coalitions from across the country to deliver the information, training, and workshops locally, whenever possible. Although applications will be considered that address individual subject areas of interest, it is strongly preferred that the lead applicant(s) represent a partnership among appropriate industry and trade groups that can adequately address multiple, if not all, subject areas of interest in a single application. For a listing of Clean Cities coalitions and locations, please see:  
[http://www.afdc.energy.gov/cleancities/progs/coalition\\_locations.php](http://www.afdc.energy.gov/cleancities/progs/coalition_locations.php).
2. Applications should address the merits of their workshop topics and the corresponding need for developing such a workshop, the audience they would be targeting, the type of materials they would develop, a strategy/plan to develop the materials, and a strategy/plan to deliver the information via workshops in a diverse geographic area in conjunction with Clean Cities coalitions, and the metrics/milestones for assessing workshop effectiveness. It is highly desirable for training programs developed under this award to have an on-line or internet component that allows participants to access the curriculum remotely or participate via webinars and/or video conferencing. The applicant should plan to hold at least one on-site workshop per DOE Clean Cities region per year (or a minimum of 2 workshops per region over the course of the two year project period) for each subject area of interest being proposed. For a listing of Clean Cities Regions, please see  
[http://www1.eere.energy.gov/cleancities/program\\_contacts.html](http://www1.eere.energy.gov/cleancities/program_contacts.html).
3. The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified.

4. Commitment letters from each of the project partners indicating the amount and type and level of support being provided to the project, along with affirming their role/commitment to the project, must be included in the application. Commitment letters should be limited to project partners. Letters of Support from other organizations (i.e. not project partners) interested in lending their support to the worthiness of the project will not be considered and should not be included as part of the application.
5. Applicants should include a training evaluation mechanism to measure the effectiveness of the training and to determine appropriate and/or necessary follow-up actions or additional training. The results of all training evaluations shall be provided to DOE for review.
6. Outreach and Education projects must include a tracking component to document who has received training and education under this award. Participants must receive a certificate of completion for workshops and training modules that allocates continuing education units (CEU), professional development hours (PDH), or some other appropriate educational units that can be used to document and track their professional development.
7. It is intended that DOE will have unlimited rights to the materials developed under this award including the ability to use, disclose, reproduce, distribute copies to the public, and perform future workshops based on these materials in any manner and for any purpose, and to have or permit other Clean Cities coalitions to do so.
8. DOE shall have the opportunity to review/evaluate/approve the training materials developed, prior to conducting the training and/or making the materials public, to ensure that the training is line with DOE programmatic goals and principals.

## PART II – AWARD INFORMATION

### A. TYPE OF AWARD INSTRUMENT

- DOE anticipates awarding cooperative agreements under this program announcement (See Section VI.B.2 Statement of Substantial Involvement)

### B. ESTIMATED FUNDING

- The Funding Profile consists of approximately \$6 MIL Total Federal Funding anticipated for awards under this program. Total anticipated Federal Funds for FY 09, estimated as \$3MIL.

### C. MAXIMUM AND MINIMUM AWARD SIZE

Area of Interest	Minimum DOE Funding*	Maximum DOE Funding
Refueling Infrastructure for Alternative Fuels	\$1,300,000	\$2,600,000
Incremental Cost of Dedicated Alternative Fuel Vehicles	\$800,000	\$1,600,000
Education and Outreach Workshops for Petroleum Reduction Fuels and Technologies	\$900,000	\$1,800,000

- Minimum DOE Funding represents FY09 funding.

### D. EXPECTED NUMBER OF AWARDS :

DOE Anticipates making between 9-24 awards under this announcement depending on the number of awards. The expected number of awards per Area of Interest is as follows:

<u>Area of Interest</u>	<u>Number of Awards</u>	<u>Anticipated Federal Funding for all awards</u>
01 ( Includes Subtopic areas)	3-10 Awards	\$2,600,000
02	4-8 awards	\$1,600,000
03 ( Includes Subtopic areas)	1-4 awards	\$1,800,000

### E. ANTICIPATED AWARD SIZE

The anticipated Federal funding for projects under each Area of Interest in this announcement is as follows:

<b>Area of Interest Applications</b>	<b>Minimum Federal Funding*</b>	<b>Maximum Federal Funding*</b>
Refueling Infrastructure for Alternative Fuels	\$200,000	\$1,000,000
Incremental Cost of Dedicated Alternative Fuel Vehicles	\$200,000	\$500,000
Education and Outreach Workshops for Petroleum Reduction Fuels and Technologies	\$400,000	\$1,800,000

**\* For Each Individual Award**

#### **F. PERIOD OF PERFORMANCE**

- The anticipated period of performance for projects under each Program/Topic Area in this announcement is:

<u>Program/Topic Area</u>	<u>Period of Performance</u>
Area of Interest 1	4 years
Area of Interest 2	3 years
Area of Interest 3	2 years

- Multiple Budget Periods will be negotiated at time of award. The budget periods will align with the project phases and critical project decision points.

#### **G. TYPE OF APPLICATION**

- DOE will accept new applications against this announcement.

## PART III - ELIGIBILITY INFORMATION

### ELIGIBLE APPLICANTS

- All types of entities are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

### COST SHARING

- The non-federal cost share must be at least 50% of the total allowable costs of the project, for Area of Interest 1 and 2 only (i.e. the sum of the Government share, including FFRDC contractor costs if applicable, and the recipient share of allowable costs equals the total allowable costs of the projects) and must come from non-Federal sources unless otherwise allowed by law. No cost share is applicable to Areas of Interest 3.

### A. OTHER ELIGIBILITY REQUIREMENTS

- **Federally Funded Research and Development Center (FFRDC) Contractors.**

FFRDC contractors are not eligible for an award under this announcement, but they may be proposed as a team member on another entity's application subject to the following guidelines:

Authorization for non-DOE/NNSA FFRDCs. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

Authorization for DOE/NNSA FFRDCs. The cognizant contracting officer for the FFRDC must authorize in writing the use of a DOE/NNSA FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

"Authorization is granted for the \_\_\_\_\_ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE/NNSA assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector."

Value/Funding. The value of, and funding for, the FFRDC contractor portion of the work will not normally be included in the award to a successful applicant. Usually, DOE/NNSA will fund a DOE/NNSA FFRDC contractor through the DOE field work proposal system and other FFRDC contractors through an interagency agreement with the sponsoring agency.

Cost Share. The applicant's cost share requirement will be based on the total cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

- FFRDC Contractor Effort:



- The FFRDC contractor effort, in aggregate, shall not exceed 20% of the total estimated cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

- Initial Review Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award. (2) the information required by the announcement has been submitted (3) all mandatory requirements are satisfied and (4) the proposed project is responsive to the objectives of the FOA.

## PART IV – APPLICATION AND SUBMISSION INFORMATION

### A. ADDRESS TO REQUEST APPLICATION PACKAGE

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package.

#### **SPECIAL NOTE: STATUS OF TRANSITION FROM PureEdge SOFTWARE TO ADOBE READER SOFTWARE**

“Grants.gov is currently phasing out the use of the PureEdge software and transitioning to using Adobe Reader software. DOE will not begin using the Adobe forms until January 2009. As the closing date and time for this FOA is after the DOE transition date, an application package using the Adobe forms will not be posted at time of FOA issuance. Once DOE has transitioned to the Adobe forms, an amendment to the FOA will be posted to provide the Adobe forms. The information requested in Part 4, C of the FOA will not change with the use of the Adobe forms and does not preclude Applicants from working on the technical narrative and other required information identified in the FOA.

### B. LETTER OF INTENT AND PRE-APPLICATION

#### **Letter of Intent.**

- Letters of Intent are not required.

#### **Pre-application**

- Pre-applications are not required.

## CONTENT AND FORM OF APPLICATION – SF 424

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

### 1. SF 424 - Application for Federal Assistance

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm) under Certifications and Assurances.

### 2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach mandatory file. Click on “Add Optional Other Attachment,” to attach the other files.

- **Project Narrative File**

The Project Narrative must not exceed 30 pages, including cover page, table of contents, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right), and single spaced. EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN

THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "Project.pdf," and click on "Add Mandatory Other Attachment" to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Part V. A, as they relate to the Area of Interest being applied to. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE/NNSA WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.
- Relevance and Outcomes/Impacts: This section should explain the relevance of the effort to the objectives in the program announcement and the expected outcomes and/or impacts. The justification for the proposed project should include a clear statement of the importance of the project in terms of the utility of the outcomes and the target community of beneficiaries.
- Roles of Participants: For multi-organizational or multi-investigator projects, describe the roles and the work to be performed by each participant/investigator, business agreements between the applicant and participants, and how the various efforts will be integrated and managed.
- Multiple Principal Investigators: ( If applicable, to be included in the Project Narrative) The applicant, whether a single organization or team/partnership/consortium, must indicate if the project will include multiple Principal Investigators (PIs) This decision is solely the responsibility of the applicant.

If multiple PIs will be designated, the application must identify the Contact PI/Project Coordinator and provide a "Coordination and Management Plan" that describes the organization structure of the project as it pertains to the designation of multiple PIs. This plan should, at a minimum, include:

- process for making decisions on scientific/technical direction;
  - publications;
  - intellectual property issues;
  - communication plans;
  - procedures for resolving conflicts; and
  - PIs' roles and administrative, technical, and scientific responsibilities for the project.
- Facilities And Other Resources: Identify the facilities (e.g., office, laboratory, computer, etc.) to be used at each performance site listed and, if appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the other resources available to the project such as

machine and electronics shops.

- Equipment: List important items of equipment already available for this project and, if appropriate, note the location and pertinent capabilities of each. If you are proposing to acquire equipment, describe comparable equipment, if any, already at your organization and explain why it cannot be used.
- Bibliography And References, If Applicable: Provide a bibliography for any references cited in the Project Narrative section. This section must include only bibliographic citations.
- Statement Of Project Objectives (SOPO) ( To be included in the Project Narrative):  
The Department of Energy's, National Energy Technology Laboratory uses a specific format for Statement of Project Objectives in its awards. In announcements such as this one, where the Government does not provide a Statement of Project Objectives, the Applicant is to provide one, which the DOE will then use to generate the Statement of Project Objectives to be included in the award.

The Statement of Project Objectives must address how the project objectives will be met and contain a clear, concise, description of all activities to be completed during project performance and must follow the structure discussed below. The Statement of Project Objectives may be released to the public by DOE in whole or in part at any time. It is therefore required that it shall not contain proprietary or confidential business information.

The Statement of Project Objectives is generally less than 5 pages (single spaced). in total for the proposed work. Applicants shall prepare the Statement of Project Objectives in the following format:

#### TITLE OF WORK TO BE PERFORMED

(Insert the title of work to be performed. Be concise and descriptive.)

#### A. OBJECTIVES

Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.

#### B. SCOPE OF WORK

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work for each Phase.

#### C. TASKS TO BE PERFORMED

Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project, as appropriate. This section provides a brief summary of the planned approach to this project. An outline of the Project Management Plan (referenced in Task 1.0 below and required to be submitted with your application) is provided later in this Part.

#### PHASE I

##### Task 1.0 - Project Management and Planning

(Description includes work elements required to revise and maintain the Project Management Plan and to manage and report on activities in accordance with the plan)

Subtask 1.1

(Description)

Task 2.0 - (Title)

PHASE II (Optional)

Task 3.0 - (Title)

#### D. CRITICAL PATH PROJECT MILESTONES (MILESTONE PLAN/STATUS)

As part of the approved SOPO, the Recipient will develop a Milestone Plan that will serve as the baseline for tracking performance of the project and will identify critical path project milestones (no less than 2 per calendar year) for the entire project. (Detailed Information on the Milestone Status and Milestone Log to be provided in the Project Management Plan)

#### E. DELIVERABLES

The periodic, topical, and final reports shall be submitted in accordance with the attached "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist.

Note: The Recipient shall provide a list of deliverables other than those identified on the "Federal Assistance Reporting Checklist" that will be delivered. These reports shall also be identified within the text of the Statement of Project Objectives. See the following examples:

1. Task 1.1 - (Report Description)
2. Task 2.2 - (Report Description)

#### E. BRIEFINGS/TECHNICAL PRESENTATIONS (If applicable)

The Recipient shall prepare detailed briefings for presentation to the Project Officer at the Project Officer's facility located in Pittsburgh, PA or Morgantown, WV. Briefings shall be given by the Recipient to explain the plans, progress, and results of the technical effort. The first briefing shall be presented within 60 days after the award of the cooperative agreement. Additional briefings shall be presented at least 45 days before completion of a budget period and in conjunction with the continuation application for the next budget period. However in any case, at least one (1) technical briefing shall be made to the DOE per year. The final briefing shall be presented at least 45 days before the award is due to expire. These briefings shall be made at one of the DOE/NETL locations (Washington DC/Pittsburgh, PA/ Morgantown, WV) or at one of the project team sites as appropriate.

In addition, reports shall be developed and delivered as appropriate at Program Merit Reviews, or at technical exchange meetings, which may be organized by DOE.

- **Project Summary/Abstract File**

The Project Summary/Abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed one (1) page (single spaced) when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font no smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

- **SF 424 A Excel, Budget Information – Non-Construction Programs File**

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

- **Budget Justification File**

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, you must have a letter from each third party contributing cost sharing (i.e., a party other than the organization submitting the application) stating that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property. By submitting your application, you are providing assurance that you have signed letters of commitment. Successful applicants will be required to submit these signed letters of commitments. Save the budget justification information in a single file named "Budget.pdf," and click on "Add Optional Other Attachment" to attach.

- **Subaward Budget File(s)**

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

- **Budget for DOE/NNSA Federally Funded Research and Development Center (FFRDC) Contractor, if applicable**

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on "Add Optional Other Attachment" to attach.

- **Project Management Plan**

This plan should be formatted to include the following sections with each section to include the information as described below:

A. Executive Summary: Provide a description of the project that includes the objective, project goals, and expected results. For purposes of the application, this information is included in the Project Narrative and should be simply copied to this document for completeness, so that the Project Management Plan is a stand-alone document.

B. Risk Management: Provide a summary description of the proposed approach to identify, analyze, and respond to perceived risks associated with the proposed project. Project risk events are uncertain future events that, if realized, impact the success of the project. As a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and strategies to minimize impacts from those issues.

C. Milestone Log: Provide milestones for each budget period (or phase) of the project (no less than 2 per calendar year). Each milestone should include a title and planned completion date. Milestones should be quantitative and show progress toward budget period and/or project goals.

[Note: During project performance, the Recipient will report the Milestone Status as part of the required quarterly Progress Report as prescribed under Attachment 4, Reporting Requirements Checklist. The Milestone Status will present actual performance in comparison with Milestone Log, and include:

- (1) the **actual** status and progress of the project,
- (2) specific progress made toward achieving the project's milestones, and,
- (3) any proposed changes in the project's schedule required to complete milestones.]

D. Marketing Plan. Provide a Marketing Plan for Publicly accessible Facilities, In accordance with Part 1, Section D

E. Funding and Costing Profile: Provide a table (the Project Funding Profile) that shows, by budget period, the amount of government funding going to each project team member. Also, provide a table (the Project Costing Profile) that projects, by month, the expenditure of government funds for the first budget period, at a minimum.

F. Project Timeline: Provide a timeline of the project (similar to a Gantt chart) broken down by each task and subtask, as described in the Statement of Project Objectives. The timeline should include for each task, a start date, and end date. The timeline should show interdependencies between tasks and include the milestones that are identified in the Milestone Log (Section C).

G. Success Criteria at Decision Points: Provide success criteria for each decision point in the project, including go/no-go decision points and the conclusions of budget periods and the entire project. The success criteria should be objective and stated in terms of specific, measurable, and repeatable data. Usually, the success criteria pertain to desirable outcomes, results, and observations from the project.

[Note: As the first task in the Statement of Project Objectives, successful applicants will revise the version of the Project Management Plan that is submitted with their applications by including details from the negotiation process. This Project Management Plan will be updated by the Recipient as the project progresses, and the Recipient must use this plan to report schedule and budget variances.]

Save this plan in a single file named “pmp pdf,” and click on “Add Optional Other Attachment” to attach.

- **Commitment Letters from Third Parties Contributing to Cost Sharing**

If a third party, (i.e., a party other than the organization submitting the application) proposes to provide all or part of the required cost sharing, the applicant must include a letter from the third party stating that it is committed to providing a specific minimum dollar amount of cost sharing. The letter should also identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity and be provided in a PDF format. Save this information in a single file named “CLTP.pdf” and click on “Add Attachments” in Field 11 to attach.

- **Biographical Sketch.**

Complete a biographical sketch for each senior/key person and attach to the “Attach Biographical Sketch” field in each profile. The biographical information for each person must not exceed 2 pages when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and must include:

Education and Training. Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.



**Research and Professional Experience:** Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

**Publications:** Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

**Synergistic Activities:** List no more than 5 professional and scholarly activities related to the effort proposed.

- **Refueling Infrastructure for Alternative Fuels Information Table** (to be submitted for Area of Interest 1 only). Table provides a detailed description of the infrastructure site and cost. Listed as an Attachment to the FOA Save this information in a single file named "RFAFT.doc" and click on "Add Attachments" in Field 11 to attach.
- **Incremental Cost of Alternative Fuel Vehicles Information Table** (to be submitted for Area of Interest 2). Table provides a detailed description of the infrastructure site and cost. Listed as an Attachment to the FOA Save this information in a single file named "ICAFVT.doc and click on "Add Attachments" in Field 11 to attach.

### 3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

#### Summary of Required Forms/Files for Area of Interest 1 and Area of Interest 2

Your application must include the following documents:

Name of Document	Format	File Name
<b>Application for Federal Assistance – SF424</b>	Form	N/A
<b>Other Attachments Form:</b> Attach the following files to this form:	Form	N/A
Project Narrative File ( includes the SOPO)	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls

Budget Justification File	PDF	Budget.pdf
Subaward Budget File(s)	Excel	See Instructions
Budget for FFRDC Contractor, if applicable	PDF	See Instructions
Project Management Plan Listed as an Attachment to the FOA	PDF File	PMP.pdf See Instructions
Commitment Letters		CLPT.pdf
Biographical Sketch.		Bio.pdf
Refueling Infrastructure for Alternative Fuels Information Table (to be completed and included with the application materials, for AoI1 only)	Word	RFAFT.doc
Incremental Cost of Alternative Fuel Vehicles Information Table ( to be completed and included with application materials, for AoI2 only)	Word	ICAFVT.doc
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A

### Summary of Required Forms/Files for Area of Interest 3

Your application must include the following documents:

Name of Document	Format	File Name
<b>Application for Federal Assistance – SF424</b>	Form	N/A
<b>Other Attachments Form:</b> Attach the following files to this form:	Form	N/A
Project Narrative File ( includes the SOPO)	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls

Budget Justification File	PDF	Budget.pdf
Subaward Budget File(s)	Excel	See Instructions
Budget for FFRDC Contractor, if applicable	PDF	See Instructions
Project Management Plan Listed as an Attachment to the FOA	PDF File	PMP.pdf See Instructions
Commitment Letters		CLPT.pdf
Biographical Sketch.		Bio.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A

#### **C. SUBMISSIONS FROM SUCCESSFUL APPLICANTS**

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- NEPA Environmental Questionnaire

#### **D. SUBMISSION DATES AND TIMES**

##### **1. Pre-application Due Date**

- Pre-applications are not required.

##### **2. Application Due Date**

- Applications must be received by February 27, 2009 not later than 11:59:59 PM Eastern Time. You are encouraged to transmit your application well before the deadline. The Grants.gov Helpdesk is not available after 9:00 PM Eastern Time. APPLICATIONS RECEIVED AFTER THE DEADLINE ESTABLISHED WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

#### **E. INTERGOVERNMENTAL REVIEW**

- This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal

Programs.

## F. FUNDING RESTRICTIONS

Cost Principles Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. The cost principles for commercial organization are in FAR Part 31.

Pre-award Costs Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

## G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

### 1. Where to Submit

- **APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.** Submit electronic applications through the "Apply for Grants" function at [www.Grants.gov](http://www.Grants.gov). If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov).

### 2. Registration Process

- You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted)). **We recommend that you start this process at least three weeks before the application due date.** It may take 21 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN). When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

### 3. Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five (5)e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. When the AOR receives email Number 5, it is their responsibility to follow the instructions in the email to logon to IIPS and verify that their application was received by DOE. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the five e-mails are:

Number 1 - Grants.gov Submission Receipt Number  
Number 2 - Grants.gov Submission Validation Receipt for Application Number  
Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number  
Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number  
Number 5 - DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

## **Part V - APPLICATION REVIEW INFORMATION**

### **A. CRITERIA**

#### **1. Initial Review Criteria**

- Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

#### **2. Merit Review Criteria**

All applications that pass the initial review process will receive a detailed and consistent technical evaluation utilizing the evaluation criteria described below.

The following criteria are proposed to be used to evaluate Applications/Proposals:

#### **Area of Interest 1: Refueling Infrastructure for Alternative Fuels**

##### **Criterion 1: Probability of Project Success Based on Team Expertise and Prior Experience (30%)**

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Corporate and individual experience and degree of success achieved in conducting projects of similar scope and nature
- Strength of partnerships and extent of active participation of Clean Cities Coalitions and state and local agencies
- Appropriateness of the planned assignment of responsibilities and level of effort among individuals and corporate team members
- Adequacy of the applicant and/or team resources to successfully complete the proposed work
- Quality and strength of letters documenting technical and/or financial support and /or site availability from all team partners and station owners
- Quality and strength of letters documenting technical and/or financial support and/or site availability from all team partners and station owners. Projects that include documented commitments for fuel purchases at the refueling site will be ranked higher

##### **Criterion 2: Probability of Project Success Based on Technical Approach and Work Plan/ Statement of Work (30%)**

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project based on the adequacy and thoroughness of the approach to the proposed work including the technical feasibility, location, number, type, and size of the proposed infrastructure installations to successfully meet the project objectives
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones and decision points

- Adequacy of the proposed data collection and reporting activities
- As appropriate, the adequacy and reasonableness of the methodology and approach for selecting sites that have not yet been identified
- Degree of public access to the proposed infrastructure installations
- Effectiveness of proposed marketing plan to increase public awareness of alternative fuels and for offering any incentives for purchasing alternative fuel
- The willingness of the station owner(s) to display the availability and price of the alternative fuel in a manner similar to its postings for conventional fuels
- Degree that approach develops and strengthens alternative fuel infrastructure on a local and/or regional basis
- Appropriateness of the planned level of manpower
- Adequacy of the discussion of safety compliance rules and other permitting and codes and standards considerations (including plans to coordinate projects with local safety and fire protection officials).
- Adequacy of the discussion of environmental considerations of the proposed project (e.g., licenses, permits, NEPA)

#### Criterion 3: Energy Security and Petroleum Reduction Potential (25%)

- Adequacy of the project to reduce the consumption of conventional fuels and maximize the use of alternative fuels
- Reasonableness of the monthly quantity of alternative fuels to be dispensed and number of AFVs to be served during the operational phase of the project
- Extent to which the project will contribute to a sustainable alternative fuel market
- Adequacy of plans for continued deployment of alternative fuel infrastructure beyond the proposed effort
- Probability that the project will lead to market transformation and bring about significant and sustainable use of alternative fuels. (Applicants should explicitly outline how the project will be expanded beyond the initial scope to lead to greater volumes of alternative fuel use).

#### Criterion 4: Project Cost and Cost Share (15%)

- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon of conventional fuel estimated to be displaced per month during the operational phase of this project
- Financial commitment demonstrated by the percent of cost share to be provided by the applicant and team partners

### **Area of Interest 2: Incremental Cost of Alternative Fuel Vehicles**

#### Criterion 1: Probability of Project Success Based on Team Expertise and Prior Experience (30%)

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Corporate and individual experience and degree of success achieved in conducting projects of similar scope and nature
- Strength of partnerships and extent of active participation of Clean Cities Coalitions and state and local agencies

- Appropriateness of the planned assignment of responsibilities and level of effort among individuals and corporate team members
- Adequacy of the applicant and/or team resources to successfully complete the proposed work.
- Quality and strength of letters documenting technical and/or financial support from all team partners Quality and strength of letters documenting technical and/or financial support and/or site availability from all team partners and station owners. Projects that include documented commitments for fuel purchases at the refueling site will be ranked higher

**Criterion 2: Probability of Project Success Based on Technical Approach and Work Plan/ Statement of Work (30%)**

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project based on the adequacy and thoroughness of the technical approach for the proposed work including the number, type, and size of the proposed AFVs to be purchased and/or converted to successfully meet the project objectives
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones and decision points Adequacy of the proposed data collection and reporting activities
- Effectiveness of proposed marketing plan to increase public awareness of the benefits of the use of alternative fuels
- Appropriateness of the planned level of manpower
- Adequacy of the discussion of safety and environmental compliance considerations (indicating an adequate understanding of required certifications, licenses, permits, NEPA implications, etc).

**Criterion 3: Energy Security and Petroleum Reduction Potential (25%)**

- Feasibility of the overall proposed approach toward maximizing the amount of conventional fuels displaced and maximizing the use of alternative fuels taking into consideration the age of any vehicle to be converted and the expected ownership period of the new or converted vehicles
- Reasonableness of the estimated quantity of alternative fuel that will be dispensed over the projected ownership period for each of the proposed AFVs
- Reasonableness of the monthly total quantity of alternative fuel expected to be dispensed in performance of the proposed work
- Extent to which the project will contribute to a sustainable alternative fuel market
- Adequacy of plans for expanding the use of AFVs beyond the proposed effort
- Probability that the project will lead to market transformation and bring about significant and sustainable use of alternative fuels. (Applicants should explicitly outline how the project will be expanded beyond the initial scope to lead to greater volumes of alternative fuel use.)

**Criterion 4: Project Cost and Cost Share (15%)**

- Reasonableness of the cost effectiveness of the project in terms of total number of vehicles to be purchased or converted as part of the project
- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon (or equivalent) of alternative fuel estimated to be dispensed per month during the operational phase of this project



- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon (or equivalent) of alternative fuel estimated to be dispensed per month during the expected period of ownership of the AFVs
- Financial commitment demonstrated by the applicant and/or team partners in providing any cost share for completing project activities

### **Area of Interest 3: Education and Outreach Workshops for Petroleum Reduction Fuels and Technologies**

#### **Criterion 1: Probability of Project Success Based on Team Expertise and Prior Experience (40%)**

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Degree of success achieved by individuals and corporations/organizations in conducting projects of similar scope and nature
- Strength of project partners and extent of active participation of Clean Cities Coalitions and state and local agencies
- Adequacy of the applicant and/or team resources to successfully complete the proposed work and the appropriateness of the level of effort among team members
- Quality and strength of letters documenting type and level of support from all team partners
- The extent to which the project includes a mechanism for coordination with industry
- Proven ability to work strategically with media on sustainability-related issues (for applications that include media-related communications tasks).

#### **Criterion 2: Probability of Project Success Based on Project Management Plan/ Statement of Work (40%)**

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project based on the adequacy and thoroughness of the approach to the proposed work including:
  - discussion of the merits of the workshop topic and the corresponding need for developing such a workshop,
  - the audience targeted along with a proposed marketing plan to recruit Clean Cities workshop hosts and attendees,
  - the type of materials to be developed,
  - a strategy/plan to develop the materials,
  - a strategy/plan to deliver the information via workshops in a diverse geographic area in conjunction with Clean Cities coalitions, AND
  - a description of the metrics and milestones for assessing workshop effectiveness
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones
- Appropriateness of the planned level of manpower
- Effectiveness of proposed marketing plan to recruit workshop attendees
- Demonstration that the project will lead to market transformation. Applicants should explicitly outline how the project will lead to greater volumes of alternative fuel use.

- Adequacy and effectiveness of the plan related to media outreach activities (for applications that include media related communications tasks).

### Criterion 3: Project Reach/Potential & Concept (20%)

- The extent to which the project effectively reaches a significant number of target audiences and/or stakeholders.
- The ability to hold at least one on-site workshop per DOE Clean Cities region per year (or a minimum of 2 workshops per region over the course of the two year project period) for each subject area of interest being proposed.
- The extent to which the project covers the areas of interest and/or specific topic areas described in each Subtopic area.
- The extent to which the project includes an on-line or internet component that allows participants to access the curriculum remotely or participate via webinars and/or video conferencing.
- Inclusion of a training evaluation mechanism to measure the effectiveness of the training and to determine appropriate and/or necessary follow-up actions or additional training.
- Ability for attendees of workshops and/or training to earn continuing education units (CEU), professional development hours (PDH), or some other appropriate educational units that can be used to document and track their professional development.
- Reasonableness of the cost effectiveness of the project in terms of total project cost per workshop

### **Other Selection Factors**

The Selection Official will consider the following Program Policy factors in the selection process: The following factors are proposed to be used to evaluate applications:

These factors, while not indicators of the Application's merit, e.g., technical excellence, cost, applicant's ability, etc., may be essential to the process of selecting the application(s) that, individually or collectively, will best achieve the program objectives. Such factors are often beyond the control of the applicant. Applicants should recognize that some very good applications may not receive an award because they do not fit within a mix of projects which maximizes the probability of achieving the DOE's overall research and development objectives. Therefore, the following Program Policy Factors may be used by the Selection Official to assist in determining which of the ranked application(s) shall receive DOE funding support.

1. It may be desirable to select projects for award of less technical merit than other projects, if such a selection will optimize use of available funds by allowing more projects to be supported while not being detrimental to the overall objectives of the program.
2. It may be desirable to select projects that collectively represent diverse types and sizes of applicant organizations. This includes, but is not limited to, limiting the number of applications selected within a given Area of Interest from one applicant organization.
3. It may be desirable to select projects for award that represent a diversity of technology concepts and applications, as well as technical approaches.
4. It may be desirable to select projects for award based on the Applicant's past Federal Award performance with respect to its potential effect on accomplishment of portfolio goals.

The above factors will be independently considered by the Selection Official in determining the optimum mix of applications that will be selected for support. These Program Policy Factors will provide the Selection Official with the capability of developing, from the competitive funding opportunity, a broad involvement of organizations and organizational ideas, which both enhance the overall research effort and upgrade the program content to meet the goals of the DOE.

## **B. REVIEW AND SELECTION PROCESS**

### **1. Merit Review**

- Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

### **2. Selection**

- The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

### **3. Discussions and Award**

- The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

## **ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

- DOE anticipates notifying applicants selected for award by May 2009 and making awards by July 2009.

## **Part VI - AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

#### **1. Notice of Selection**

- DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

#### **2. Notice of Award**

- A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1). Special Terms and Conditions; (2). Applicable program regulations, if any; (3). Application as approved by DOE/NNSA.; (4). DOE assistance regulations at 10 CFR part 600, or if the award is for research and to a university or non-profit, the Research Terms and Conditions; (5). National Policy Assurances To Be Incorporated As Award Terms; (6). Budget Summary; and (7). Federal Assistance Reporting Checklist, which identifies the reporting requirements.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **1. Administrative Requirements**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>) and If the award is for research and to a university or non-profit, the Research Terms & Conditions and the DOE Agency Specific Requirements located at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>

#### **2. Special Terms and Conditions and National Policy Requirements**

##### **Special Terms and Conditions and National Policy Requirements**

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

The National Policy Assurances To Be Incorporated As Award Terms are located at DOE [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

##### **Intellectual Property Provisions**

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at [http://www.gc.doe.gov/financial\\_assistance\\_awards.htm](http://www.gc.doe.gov/financial_assistance_awards.htm).

##### **Statement of Substantial Involvement**

There will be substantial involvement between the DOE and the Recipient during performance of this Cooperative Agreement. The DOE and Recipient will share responsibility for the management of the Project as further described in this section.

The Recipient is responsible for:

Performing the activities supported by this award, including managing and conducting the

project activities and providing the required personnel, facilities, equipment, supplies and services;

Submitting the reports as identified in the Federal Assistance Reporting Checklist and the deliverables as identified in the Statement of Project Objectives on a timely basis to the DOE Project Officer for review and incorporating DOE comments as appropriate. Said reporting is to include, but is not limited to, quarterly reporting using a template to be provided by the Government, containing information on each station (i.e., location, type and size of installation) and schedule and status information for NEPA compliance, installation activities, and station startup. Additionally, once a fueling station has completed its conversion and/or installation and has initiated fuel sales, the quantity and price of the alternative fuels sold at each site shall be reported for a two-year period. Quarterly reporting shall include quarterly data, as well as cumulative data. As available, the Recipient shall also report comparative pricing information on gasoline and diesel products sold at each site.

Submitting plans identifying and describing the locations at which refueling infrastructure will be installed to the DOE Project Officer for review prior to the initiation of activities at the sites (Applicable to Aol 1):

Providing the necessary forms and supplemental documentation required for compliance with the provisions of the National Environmental Policy Act (NEPA) at all sites at which work will be conducted under this award; and

Attending program/project review meetings as deemed necessary by the DOE Project Officer, and reporting project status.

DOE is responsible for:

Reviewing in a timely manner, quarterly reports (financial & project progress) and other deliverables and providing comments to the Recipient;

Reviewing in a timely fashion plans for infrastructure installation and providing feedback as appropriate (Applicable to Aol 1);

Reviewing and approving the training materials developed, prior to conducting the training and/or making the materials public, to ensure that the training is line with DOE programmatic goals and principals (Applicable to Aol3).

Processing of all NEPA related activities in a timely fashion;

Conducting project and program review meetings and, as necessary, site visits to ensure adequate progress has been made and that the work accomplishes the program and project objectives;

Review of Continuation Application materials and phase gate criteria to support continuation into subsequent budget periods;

Promoting and facilitating technology transfer/lessons learned activities, including disseminating project results through presentations and publications; and

Serving as technical liaison between awardees and other program or industry staff.

## C. REPORTING

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See the NETL Business Page at <http://www.netl.doe.gov/business/forms/FederalAssistanceReportingChecklistExample.pdf> for the proposed Checklist for this program.

## **PART VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement must be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). DOE/NNSA cannot answer these questions.

### **AGENCY CONTACT**

Name:	Janet Laukaitis, Contract Specialist
E-mail:	<a href="mailto:janet.laukaitis@netl.doe.gov">janet.laukaitis@netl.doe.gov</a>
FAX:	412 386-6137
Telephone (Optional):	412 386-5173

## **PART VIII - OTHER INFORMATION**

### **A. MODIFICATIONS**

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **C. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

### **D. PROPRIETARY APPLICATION INFORMATION**

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages \_\_\_\_\_ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for

evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

#### **E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL**

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

#### **F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM**

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See "Notice of Right to Request Patent Waiver" in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE's own needs or to insure the commercialization of technology developed under a DOE agreement.

#### **G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER**

Applicants may request a waiver [http://www.gc.doe.gov/documents/gc62\\_advance.pdf](http://www.gc.doe.gov/documents/gc62_advance.pdf) of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784 <http://www.gc.doe.gov/documents/patwaivclau.pdf>.

Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14, i.e., the implementation of the Bayh-Dole Act. This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.



#### **H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES**

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

**PART IX – ATTACHMENTS**

**A. ATTACHMENT A (AREA OF INTEREST 1) REFUELING INFRASTRUCTURE FOR  
ALTERNATIVE FUELS INFORMATION TABLE**

**B. ATTACHMENT B (AREA OF INTEREST 2) INCREMENTAL COST OF  
ALTERNATIVE FUEL VEHICLES INFORMATION TABLE**



## Attachment A- Area of Interest #1:

## Refueling Infrastructure for Alternative Fuels Information Table

<b>Clean Cities FY09 Petroleum Reduction Technologies Projects for the Transportation Sector</b>												
<b>Alternative Fueling Stations/Sites</b>												
Company/Station Name	Location of Refueling Station	Infrastructure Description (retrofit, upgrade, new installation at existing location, part of new construction)	Type of Alternative Fuel(s)	# of Dispensers	Estimated Monthly Alternative Fuel Sales (Gallons) & Basis of Estimate	Current Monthly Fuel Sales (Gallons)	Public Access? (Y/N)	Total Cost of Infrastructure	Requested Federal Share (\$)*	Basis of Cost Estimate (quote or past experience)	Strategic Location? Please describe (near fleet(s), near highway, high FFV density, etc.)	Additional Information
Station #1												
Station #2												
Station #3												
Station #4												
Station #5												
For Additional Stations, please add rows												
If more than one type of fuel, indicate # of dispensers per fuel, estimated monthly sales per fuel, and vehicle refueling capacity per fuel)												
*For Sub-Topic 1A, DOE will fund up to 50% of the cost of the fueling infrastructure not to exceed a maximum award of \$50,000 per site. For Sub-Topic 1B, DOE will fund up to 50% of the cost of the fueling infrastructure not to exceed a maximum award of \$150,000 per site. A 50% cost share is required for projects under both sub-topic areas.												

Attachment B- Area of Interest #2:

Incremental Cost of Alternative Fuel Vehicles Information Table

<b>Clean Cities FY09 Petroleum Reduction Technologies Projects for the Transportation Sector</b>										
<b>Alternative Fuel Vehicles</b>										
Vehicle Type and Model Year	Quantity	Type of Alternative Fuel(s)	Total Cost of Comparable Conventional Model	Total Cost of Alternative Fuel Vehicle, Conversion, or Retrofit	Incremental Cost Per Vehicle	Requested Federal Share (\$)*	Annual Mileage (per vehicle per year)	Estimated Petroleum Displacement (per vehicle per year)	Near Alternative Fuel Station?	Additional Information
Vehicle #1										
Vehicle #2										
For Additional Vehicles, please add rows										
<p><i>*For Area of Interest 2, DOE will fund up to 50% of the incremental cost of the vehicles and a 50% cost share is required.</i></p>										

